

**Advertisement for Proposals**

**Architecture/Engineering  
Renovation of Public Restrooms  
REQUEST FOR PROPOSALS  
Town of Berlin**

Sealed proposals will be received by the Mayor and Council of Berlin, Worcester County, Maryland at Town Hall, 10 William Street, Berlin, Maryland 21811 until 2:00 PM, on Wednesday, September 5, 2012 for the **Architecture/Engineering for the Renovation of Public Restrooms** located in the Town of Berlin, at which time the proposals will be opened publicly and read aloud.

A pre-bid meeting will be held on Monday, August 20, 2012 at 2:00 PM in the Council Chambers of Berlin Town Hall. Potential Bidders may obtain the Request for Proposals by contacting Mary Bohlen, Town of Berlin, 10 William Street, Berlin, MD 21811. Phone: 410-641-4314. E-mail: mbohlen@berlinmd.gov. EOE

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A pre-bid meeting will be held on Monday, August 20, 2012 at 2:00 PM in the Council Chambers of Berlin Town Hall. A site visit will immediately follow the pre-bid meeting.

The Successful Bidder shall provide an original and 2 copies of a proposal for the design and associated items that shall include, but not necessarily be limited to:

### **General Requirements:**

1. Complete architectural/engineering work for the design and renovation of public restrooms at the following location (see additional requirements below):
  - a. 10 William Street, immediately adjacent to the Berlin Police Department, complete renovation of two restrooms including replacement of existing cast-iron sewer with SDR 35 to the sewer main.
2. Preparation of Bidding Specifications for the completion of the project, to include appropriate and detailed cost estimates/project budget and anticipated construction timelines.
3. At a minimum the following must be considered and incorporated into the successful proposal:

### **Proposal Requirements:**

1. Appropriate bid services such as meetings as necessary with Town staff and officials, communication with potential construction bidders, meetings with same, review of submitted bids and recommendation of lowest, most responsive bid.
2. Hourly rate for as-needed construction services during project implementation through completion.

### **Required Construction Standards:**

Compliance with all building codes and other codes/laws as applicable

ADA Compliance

Use of appropriate materials, fixtures and other considerations as consistent with use in un-monitored, public restrooms

Energy and other resource efficiency

### **Other Considerations applicable to both A/E and construction**

Davis-Bacon Labor Standards

No specific form is provided nor required for submission of a proposal; interested parties may submit a proposal on their letterhead in a format of their choosing, however, specific requirements as indicated on the preceding page and a breakdown of the costs that are incorporated in the overall proposal must be provided. The right is reserved, as the interest of the Mayor and Council may appear, to reject any and all proposals, to waive any informalities in proposals received, and to accept or reject any items of any proposals, as applicable.

Award of contract is expected to occur within 30 calendar days of the bid opening. The successful bidder shall complete the project, consisting of first drafts of a complete design, bid documents and cost estimates, within 60 calendar days of the award of contract.

Potential bidders are encouraged to attend the pre-bid meeting on Monday, August 20, 2012 at 2:00 PM in the Council Chambers of Berlin Town Hall. Questions regarding the bid requirements must be submitted in writing, no later than Monday, August 20, 2012. Contact: Mary Bohlen, Deputy Town Administrator, 410-641-4314 or mbohlen@berlinmd.gov or Mike Gibbons, Director of Public Works, 410-641-4001 or mgibbons@berlinmd.gov.